

SECTION 3 PLAN

FOR

**THE STATE OF KANSAS
SMALL CITIES CDBG PROGRAM**

RESOLUTION

A RESOLUTION TO ADOPT THE SECTION 3 PLAN TO COMPLY WITH 24 CFR, PART 135 OF THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT SECTION 3

WHEREAS, the United States Congress passed Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) to further the goal of ensuring that federal funds benefit the residents of projects funded wholly or in part by those funds; and

WHEREAS, Part 135 of Section 3 is to establish the standards and procedures to be followed to ensure that the objectives of Section 3 are met; and

WHEREAS, the State of Kansas Small Cities CDBG Program has developed a revised Section 3 Plan in adherence to 24 CFR, Part 135 that more comprehensively addresses the standards and procedures prescribed in the Act; and

WHEREAS, the Section 3 Plan has been reviewed by the State of Kansas Small Cities CDBG Program senior staff members and their comments incorporated into the Plan.

NOW, THEREFORE, BE IT RESOLVED THAT the State of Kansas Small Cities CDBG Program authorizes to adopt and implement the revised Section 3 Plan to ensure compliance with Federal Law.

APPROVED AND ADOPTED this _____ day of _____, _____

Deputy Secretary Steve Kelly

Table of Contents

	<u>Page</u>
General Policy Statement.....	4
Purpose	4
Section 3 Contracting Policy and Procedure.....	4
Section 3 Employment and Training	4
Assisting Contractors to Achieve Section 3 Goals.....	5
Preference for Contracting with Section 3 Business Concerns	5
Section 3 Business Certification	6
Contracting with Section 3 Business Concerns	6
Contractor Requirements in Employing Section 3 Participants	6
Internal Complaint Procedure.....	7
Definitions	8 -9
Section 3 Contract Clause.....	10

Exhibits/Forms

- Exhibit 1: Certification for Business Concerns Seeking Section 3 Preference
- Exhibit 1 - A: Certification of Bidder Regarding Section 3 and Segregated Facilities form and Bidder Section 3 Plan Format form.
- Exhibit 2: Certification of Residents Seeking Preference in Training and Employment
- Exhibit 3: Bidder's Reports - Tables: A and B.
- Exhibit 4: Contractor's Reports - Tables: C and D.
- Exhibit 5: "Notice to Citizens...Opportunity for Work" form.
- Exhibit 6: HUD Complaint Register
- Exhibit 7: Public and Indian Housing Contact

General Policy Statement

It is the policy of the State of Kansas Small Cities CDBG Program to require its grantees and contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The grantee implements this policy through the awarding of contracts to contractors, vendors, and suppliers, to create employment and business opportunities for residents and other qualified low- and very low-income persons.

The policy shall result in a reasonable level of success in the recruitment, employment, and utilization of Section 3 residents and other eligible persons and Certified Section 3 business concerns working on contracts partially or wholly funded with the United States Department of Housing and Urban Development (HUD) monies.

Section 3 Purpose

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) (Section 3) requires the State of Kansas Small Cities CDBG Program to ensure that employment and other economic and business opportunities generated by the Department of Housing and Urban Development (HUD) financial assistance, to the greatest extent feasible, are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low- and very-low income persons.

Section 3 Contracting Policy and Procedure

The grantee will incorporate Section 3 in its existing Procurement Policy and adopt a Section 3 Contracting Policy and Procedure to be included in all procurements generated for use with HUD funding. This policy and procedure contains goal requirements for awarding contracts to Section 3 Business Concerns.

All contractors/businesses seeking Section 3 preference must before submitting bids/proposals to the grantee be required to complete certifications, as appropriate, as acknowledgement of the Section 3 contracting and employment provisions required by this section. Such certifications shall be adequately supported with appropriate documentation as referenced in the form. See Exhibit 1 – A. Certification of Bidder Regarding Section 3 and Segregated Facilities form and Bidder Section 3 Plan Format form.

Section 3 Employment & Training Goals

It is the policy of the State of Kansas Small Cities CDBG program to require grantees to utilize residents and other Section 3 eligible persons and businesses in contracts partially or wholly funded with monies from the Department of Housing and Urban Development (HUD). HUD has established employment and training goals that contractors and subcontractors should meet in order to comply with Section 3 requirements. (Reference 24 CFR 135.30- Numerical goal for meeting the greatest extent feasible requirement). The numerical goal for the State of Kansas Small Cities CDBG program is:

- Thirty percent (30%) of the aggregate number of new hires in any fiscal year.

Sub-Grantees Assisting Contractors to Achieve Section 3 Hiring and Contracting Goals

The grantee will assist contractors with little or no experience in achieving Section 3 hiring and contracting goals by:

Requiring bidder's to present a list, to the grantee, of the number of subcontracting and/or employment opportunities expected to be generated from the initial contract. See Exhibit 3 – Table A. Bidder's Proposed Section 3 Contract/Subcontracts form.

Requiring the contractor to present a list, to the grantee, of the number of job positions listed by each job category needed to complete the proposed work. See Exhibit 3 – Table B. Bidder's Section 3 Estimated New Hires form.

Grantee will post the notice at any Public and/or Indian Housing in the community. (See Exhibit 7 for Public and Indian Housing Directory.)

Grantee will advertise and distribute a "Notice to Citizens...Opportunity for Work". Send completed form to: Kansas Department of Commerce, **KANSASWORKS**, State Operations Director, 1000 S. W. Jackson St., Suite 100, Topeka, KS 66612-1354, Fax (785) 296-1404, Mike.Beene@ks.gov. See Exhibit 5 Notice to Citizens...Opportunity for Work form.

Grantee will provide contractor with a list of Section 3 business concerns interested and qualified for construction projects.

Grantee will review the new hire clause with contractors and subcontractors to ensure that the requirement is understood. It is not intended for contractors and subcontractors to terminate existing employees, but to make every effort feasible to employ Section 3 program participants before any other person, when hiring additional employees needed to complete proposed work to be performed with HUD (federal) funds.

Requiring the contractor to present a list, to the grantee, of the number of actual new employees hired to complete the project. See Exhibit 4 – Table C. Contractor's Section 3 New Hires Report.

Requiring the contractor to present a list of all sub-contracts that were needed to complete the project to the grantee. See Exhibit 4 – Table D. Contractor's Section 3 Business Utilization Report form.

Preference for Contracting with Section 3 Business Concerns

The grantee in compliance with Section 3 regulations will require contractors and subcontractors (including professional service contractors) to direct their efforts towards contracts to Section 3 business concerns in the following order to priority:

- **Category 1:** Business concerns that are 51% or more owned by a Section 3 resident(s), or whose permanent, full-time workforce includes no less than 30% Section 3 residents (category 4 business); or that subcontract in excess of 25% of the total amount of subcontracts to Section 3 business concerns.

Contractors and subcontractors are expected to extend to the greatest extent feasible, efforts to achieve the numerical goals established by the State of Kansas Small Cities CDBG program.

Evidence of Section 3 Certification

Any business seeking Section 3 preference in the awarding of contracts or purchase agreements with the grantee shall complete the Certification For Business Concerns Seeking Section 3 Preference In Contracting and Demonstration of Capability form, which can be found as Exhibit 1. The business seeking Section 3 preference must be able to provide adequate documentation as evidence of eligibility for preference under the Section 3 Program.

Certifications for Section 3 preference for business concerns must be submitted to the grant administrator of the project prior to the submission of bids for approval. If the Section 3 Coordinator previously approved the business concern to be Section 3 certified, then the certification can be submitted along with the bid.

Efforts to Award Contract Opportunities to Section 3 Business Concerns

The grantee will use the following methods to notify and contract with Section 3 business concerns when contracting opportunities exist:

- Advertise contracting opportunities via newspaper, mailings, posting notices that provide general information about the work to be contracted and where to obtain additional information.
- Provide written notice of contracting opportunities to all known Section 3 business concerns. The written notice will be provided in sufficient time to enable business concerns the opportunity to respond to the bid invitation. This should include Disadvantaged Business Enterprises.

Contractor's Requirements in Employing Section 3 Participants:

A requirement for the Section 3 Program, contractors and subcontractors are required to:

- Provide employment opportunities to Section 3 residents/participants in the priority order listed below:
 - a) **Category 1- Section 3 Resident**
Residents residing in the City/County of the location of the sub-grantee who meet the income guidelines for Section 3 preference (refer to Section 3 Income Limits).
- After the award of contracts, the contractor must, prior to beginning work, inform Section 3 participants of the development at which the work will be performed, by providing the following:
 - Names of the Section 3 business concerns to be utilized,
 - Estimates of the number of employees to be utilized for contract,
 - Projected number of available positions, to include job descriptions and wage rates (construction wages consistent with Davis Bacon),
 - Efforts that will be utilized to seek Section 3 participants (See Exhibit 2).

Submit a list of core employees (including administrative, clerical, planning and other positions pertinent to the construction trades) at the time of contract award.

Internal Section 3 Complaint Procedure

In an effort to resolve complaints generated due to non-compliance the State of Kansas Small Cities CDBG program, through an internal process, encourages submittal of such complaints to the State of Kansas Small Cities CDBG Section 3 Coordinator as follows:

- Complaints of non-compliance should be filed in writing and must contain the name of the complainant and brief description of the alleged violation of 24 CFR 135.
- Complaints must be filed within thirty (30) calendar days after the complainant becomes aware of the alleged violation.
- An investigation will be conducted if complaint is found to be valid. The Section 3 Coordinator along with CDBG Management team will conduct an informal, but thorough investigation affording all interested parties, if any, an opportunity to submit testimony and/or evidence pertinent to the complaint.
- The Section 3 Coordinator will provide written documentation detailing the findings of the investigation. The CDBG Management Team will review the findings for accuracy and completeness before it is released to complainants. The findings will be made available no later than thirty (30) days after the filing of complaint.

If complainants wish to have their concerns considered outside of the State of Kansas, a complaint may be filed with:

Assistant Secretary for Fair Housing and Equal Opportunity
United States Department of Housing and Urban Development
451 Seventh Street, SW
Washington, DC 20410

The complaint must be received not later than 180 days from the date of the action or omission upon which the complaint is based, unless the time for filing is extended by the Assistant Secretary for good cause shown.

Definitions

Assistant- The Assistant Secretary for Fair Housing and Equal Opportunity.

Business Concern- A business entity formed in accordance with State law, and which is licensed under state, county or municipal law to engage in the type of business activity for which it was formed.

Contractor- Any entity which contracts to perform work generated the expenditure of Section 3 covered assistance, or for work in connection with a Section 3 covered project.

Employment Opportunities Generated by Section 3 Covered Assistance- All employment opportunities generated by the expenditure of Section 3 covered public assistance (i.e., operating assistance, development assistance and modernization assistance, (as described in Section 135.3 (a) (1)). With respect to Section 3 covered housing and community development assistance, this term means all employment opportunities arising in connection with Section 3 covered projects (as described in Section 135.3 (a) (2)), including management and administrative jobs. Management and administrative jobs include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

Grantee- Any entity which makes an application for Section 3 covered assistance and includes unit of local government.

Low-income person- Families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families.

New Hires- Full-time employees for permanent, temporary or seasonal employment opportunities.

Section 3 Business Concern- A business concern,

- 1) That is 51 percent or more owned by Section 3 resident; or
- 2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
- 3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontractors to be awarded to business concerns that meet the qualifications set forth in paragraphs 1 or 2 above.

Section 3 Covered Assistance-

- 1) Public housing development assistance provided pursuant to Section 5 of the 1937 Act;
- 2) Public housing operating assistance provided pursuant to Section 9 of the 1937 Act;
- 3) Public housing modernization assistance provided pursuant to Section 14 of the 1937 Act;

- 4) Assistance provided under any HUD housing or community development program that is expended for work arising in connection with housing rehabilitation, construction, or other public construction project (which includes other buildings or improvements, regardless of ownership).

Section 3 Clause- The contract provisions set forth in Section 135.38.

Section 3 Covered Contracts- A contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project.

Section 3 covered contracts do not include contracts awarded under HUD's procurement program, which are governed by the Federal Acquisition Regulation (FAR). Section 3 covered contracts also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 covered contract.

Section 3 Covered Project- The construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards); other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance. This includes street repair, bridge repair

Section 3 Resident- A public housing resident or an individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended and who is considered to be a low-to very low-income person.

Subcontractor- Any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a Section 3 covered project.

Very low-income person- Families (including single persons) whose income do not exceed 50 percent of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of the Secretary's.

Section 3 Clause

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 Clause):

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Exhibit 1

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

Name of Business _____

Address of Business _____

Type of Business: ☐ Corporation ☐ Partnership
☐ Sole Proprietorship ☐ Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

- | | |
|---|---|
| <input type="checkbox"/> Copy of resident lease | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of evidence of participation in a public assistance program | <input type="checkbox"/> Other evidence |

For business entity as applicable:

- | | |
|--|---|
| <input type="checkbox"/> Copy of Articles of Incorporation | <input type="checkbox"/> Certificate of Good Standing |
| <input type="checkbox"/> Assumed Business Name Certificate | <input type="checkbox"/> Partnership Agreement |
| <input type="checkbox"/> List of owners/stockholders and % ownership of each | <input type="checkbox"/> Corporation Annual Report |
| <input type="checkbox"/> Organization chart with names and titles and brief function statement | <input type="checkbox"/> Latest Board minutes appointing officers |
| | <input type="checkbox"/> Additional documentation |

For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:

- ☐ List of subcontracted Section 3 business(es) and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

- | | |
|---|---|
| <input type="checkbox"/> List of all current full-time employees | <input type="checkbox"/> List of employees claiming Section 3 status |
| <input type="checkbox"/> PHA/IHA Residential lease less than 3 years from day of employment | <input type="checkbox"/> Other evidence of Section 3 status less than 3 years from date of employment |

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- ☐ Current financial statement
- ☐ Statement of ability to comply with public policy
- ☐ List of owned equipment
- ☐ List of all contracts for the past two years

Authorizing Name and Signature

(Corporate Seal)

Attested by: _____

Exhibit 1-A

CERTIFICATION OF BIDDER REGARDING SECTION 3 AND SEGREGATED FACILITIES

Name of Proposed Contractor

Project Name & Number

The undersigned hereby certifies that:

- a. Section 3 provisions are included in the Contract.
- b. A written Section 3 plan was prepared and submitted as part of the bid proceedings (if bid equals or exceeds \$100,000).
- c. No segregated facilities will be maintained.

Signer Name _____

Title _____

SIGNATURE

DATE

BIDDER

Section 3 Plan Format

If award is received _____ agrees to implement the following
(Name of Bidder)
specific affirmative action steps directed at increasing the utilization of lower income residents and
businesses within the City of _____ .

- A. To ascertain from the locality's CDBG program official the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials in preparing and implementing the affirmative action plan.
- B. To attempt to recruit from within the city the necessary number of lower income residents through: Local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within or serving the project area such as Service Employment and Redevelopment (SER), Opportunities Industrialization Center (OIC), Urban League, Concentrated Employment Program, Hometown Plan, or the U.S. Employment Service.
- C. To maintain a list of all lower income area residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- *D. To insert the Section 3 Contract Provisions clause in all subcontracts over \$100,000, to obtain Tables A and B from said subcontractors, and to obtain all documentation for completion of Tables C and D prior to final payment.
- *E. To formally contact unions, subcontractors and trade associations to secure their cooperation for this program.
- F. To insure that all appropriate project area business concerns are notified of pending sub-contractual opportunities.
- G. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.
- H. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 plan.
- I. To list on Table A, information related to proposed subcontracts to be awarded to Section 3 businesses.

- J. To list on Table B, all projected workforce needs for all phases of this project by occupation, trade, skill level and number of positions.
- K. If successful bidder, to submit prior to final payment, Tables C and D to city/county grantees which includes all applicable hires and subcontractors utilized on this project.

* Loans, grants, contracts and subsidies for less than \$100,000 will be exempt.

As officers and representatives of _____
Name of Bidder

we, the undersigned, have read and fully agree to the Affirmative Action Plan and become a party to the full implementation of this program.

Signature

Title

Date

Signature

Title

Date

Exhibit 2

THE CITY/COUNTY
of _____

RESIDENT EMPLOYMENT OPPORTUNITY DATA

<p>CITY OF _____</p> <p>ELIGIBILITY FOR PREFERENCE</p>
--

Eligibility for Preference

A Section 3 resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 resident, as defined in Section 135.5. (An example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program.)

Certification for Resident Seeking Section 3 Preference in Training and Employment

I, _____, am a legal resident of the _____ and meet the income eligibility guidelines for a low- or very-low-income person as established on the reverse.

My permanent address is:

I have attached the following documentation as evidence of my status.

- | | |
|--|---|
| <input type="checkbox"/> Copy of lease | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of evidence of participation
in a public assistance program | <input type="checkbox"/> Other evidence _____ |

Signature

Print Name

Date

BIDDER'S PROPOSED SECTION 3 CONTRACT/SUBCONTRACTS

TABLE A

[illegible]

Company

CDBG Project Name (City/County)

CDBG Project Number

Person Completing Form

Date _____

BIDDER'S SECTION 3 ESTIMATED NEW HIRES

TABLE B

Job Category	Total Estimated Positions Needed for Project	No. Positions Occupied by Permanent Employees	Number of Positions Not Occupied	Number of Positions to be Filled with Section 3 Residents
Officer/Supervisor				
Professionals				
Technical				
Hsq. Sales/Rental Management				
Office/Clerical				
Service Workers				
Others				
TRADE:				
Journeyman				
Helpers				
Apprentices				
Trainees				
Others				
TRADE:				
Journeyman				
Helpers				
Apprentices				
Trainees				
Others				

 Company

 CDBG Project Name (City/County)

 CDBG Project Number

 Person Completing Form

 Date

CONTRACTOR'S SECTION 3 NEW HIRES REPORT

TABLE C

Job Category	Total Estimated Positions Needed for Project	No. Positions Occupied by Permanent Employees	Number of Positions Not Occupied	Number of Positions to be Filled with Section 3 Residents
Officer/Supervisor				
Professionals				
Technical				
Hsq. Sales/Rental Management				
Office/Clerical				
Service Workers				
Others				
TRADE:				
Journeyman				
Helpers				
Apprentices				
Trainees				
Others				
TRADE:				
Journeyman				
Helpers				
Apprentices				
Trainees				
Others				

 Company

 CDBG Project Name (City/County)

 CDBG Project Number

 Person Completing Form

 Date

CONTRACTOR'S SECTION 3 BUSINESS UTILIZATION REPORT

TABLE D

CDBG Project Number: _____ Total Dollar Amount of Contract _____

Name of Prime Contractor: _____

Address _____

Federal Identification Number _____

Subcontractor	Sec 3 Business?	Address	Phone #	Trade/ Service/ Supply	Contract Amount	Award Date	Bid – Competitive or Negotiated?	DUNS # Number
Total – all Section 3 contracts								

Section 3
NOTICE TO CITIZENS IN THE CITY/COUNTY OF _____

OPPORTUNITY FOR WORK

The City/County of _____ has received a \$_____ Community Development Block Grant from the Kansas Department of Commerce to _____ (type of project) in the City/County of _____.

This grant will provide the City/County of _____ the opportunity to search for eligible local citizens interested in participating in the project. Section 3 of the Housing and Urban Development Act of 1968, as amended through 1994, provides that to the greatest extent feasible, preference for economic opportunities will be given to citizens in _____ City/County who are determined to be low- to moderate- income individuals. A low- to moderate- income individual can be calculated by documenting household income of less than 80 percent of the county median income. Opportunities such as job training and employment that arise through this Community Development Block Grant project will be directed toward City/County residents. Contractors can be eligible for a Section 3 contract as awarded in connection with CDBG projects if they meet one of the following definitions:

- Business is owned by 51 percent or more Section 3 residents;
- Business employs Section 3 residents in full-time positions;
- Businesses who subcontract with other businesses that provide economic opportunity to Section 3 residents.

Section 3 requirements apply to the City/County as a grantee, if the project activity is \$200,000 or more, and to all contractors and subcontracts \$100,000 or more if the \$200,000 threshold is met.

If you wish to determine if you qualify or have an interest in serving as a subcontractor for this project, please contact _____, _____, _____ (Name), (Address), (Phone Number).

If you are interested in job training or other employment resources, please contact:

KANSASWORKS services at 1-877-509-6757

www.kansasworks.com

Exhibit 6

Click here to access the [HUD Complaint Register Form](#)

Complaint Register Under Section 3 of the Housing And Urban Development Act of 1968	U.S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity	OMB Approval No. 2529-0043 (Expires 11/30/2010)
--	---	--

Name of Complainant (Person or organization)	Home Phone
Street Address	Work Phone
City, State, Zip code	
Against whom is this complaint being filed?	Business Phone
Name of organization or company	
Street Address	
City, State, Zip code	
Name and identify others (if any) who violated the law in this case	

You are (check all that apply)	
<input type="checkbox"/> A. Low/Very low income	<input type="checkbox"/> D. Section 3 business concern
<input type="checkbox"/> B. Public housing resident	<input type="checkbox"/> E. A representative of D
<input type="checkbox"/> C. A representative of A or B	

Complaint is against (check one or more boxes)	
<input type="checkbox"/> A. Applicant	<input type="checkbox"/> D. Recipient
<input type="checkbox"/> B. Sub-Recipient	<input type="checkbox"/> E. Contractor
<input type="checkbox"/> C. Subcontractor	<input type="checkbox"/> F. Other (please specify _____)

Basis for non compliance with Section 3		
<input type="checkbox"/> Denied Training	<input type="checkbox"/> Denied Employment	<input type="checkbox"/> Denied Contracting

What did the person you are complaining against do? (Check all that apply – provide documentation)	
<input type="checkbox"/> A. Failed to meet numerical goals, as set out in the Section 3 regulations	<input type="checkbox"/> F. Failed to incorporate the Section 3 clause in Section 3 solicitations or contracts
<input type="checkbox"/> B. Failed to ensure that its contractors and subcontractors comply with Section 3	<input type="checkbox"/> G. Failed to train and/or employ Section 3 residents
<input type="checkbox"/> C. Failed to notify Section 3 residents about training and/or employment opportunities	<input type="checkbox"/> H. Failed to award contracts to Section 3 business concerns
<input type="checkbox"/> D. Failed to notify Section 3 business concerns about contracting opportunities	<input type="checkbox"/> I. Contracted with a contractor found to be in violation of applicable statutes and/or HUD regulations
<input type="checkbox"/> E. Failed to notify potential contractors for Section 3 covered projects of the requirements of Section 3	<input type="checkbox"/> J. Failed to provide preference to Section 3 residents in training and or employment opportunities.
	<input type="checkbox"/> K. Failed to provide preferences for Section 3 business concerns in contracting opportunities

When did the act(s) checked above occur? (Include the most recent date if several dates are involved):
--

Identify HUD assistance program(s). (Check all that apply)			
<input type="checkbox"/> A. PIH/DEV	<input type="checkbox"/> D. Other PIH	<input type="checkbox"/> G. CDBG	<input type="checkbox"/> J. Other CPD
<input type="checkbox"/> B. PIH/MOD	<input type="checkbox"/> E. 202/811	<input type="checkbox"/> H. HOME	<input type="checkbox"/> K. Lead-based Paint
<input type="checkbox"/> C. PIH/OPER	<input type="checkbox"/> F. Other Housing	<input type="checkbox"/> I. Homeless	<input type="checkbox"/> L. Other

Summarize what happened? Attach additional information if necessary

Signature	Date
I declare under penalty of perjury that I have read this compliant (including any attachments) and that it is true and correct.	

Instructions for the Complaint Register
Section 3 of the Housing and Urban Development Act of 1968

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

The information is given voluntarily and provides the basis for HUD's investigation of the complaint to determine if the allegations of noncompliance are valid. The Department will use the information provided as the basis for its determination of jurisdiction over a complainant's allegations. All information collected complies with the Privacy Act of 1974 and OMB Circular A-108. The information is not of a sensitive nature. The information is unique to the processing an allegation of noncompliance with the Section 3 statute or implementing regulations.

This form is to be used to report allegations of noncompliance with Section 3 of the Housing and Urban Development Act of 1968, as amended and Implementing regulations at 24 CFR Part 135.

What does Section 3 of the Housing and Urban Development Act of 1968 provide?

The law describes the HUD programs directly affected by Section 3, receiving Federal financial assistance from the Department, and dictates how these programs are to provide employment and other economic opportunities for low and very low income persons.

What does the law cover?

Section 3 applies to any Public and Indian Housing programs that receive: (1) developmental assistance pursuant to section 5 of the U. S. Housing Act of 1937; (2) operating assistance pursuant to section 5 of the U.S. Housing act of 1937; or (3) modernization grants pursuant to section 14 of the U.S. Housing Act of 1937, and to housing and community development assistance extended for: (1) housing rehabilitation (including reduction and abatement of lead based paint hazards); (2) housing construction or (3) other public construction projects; and for which the contract and subcontract exceeds \$100,000.

What can you do about violations of the Law?

Remember, Section 3 applies to the awarding of jobs, training programs, and contracts, generated from projects receiving HUD financial assistance. If you believe that, as a low-income person or a Section 3 business concern, the responsibilities to provide economic opportunities under Section 3 have been violated, you have a right to file a complaint within 180 days of the last alleged occurrences of noncompliance.

Complain to the Assistant Secretary for Fair Housing and Equal Opportunity, Department of Housing and Urban Development, by filing this form by mail or in person. The information received will be used by HUD to determine jurisdiction under Section 3.

HUD will send the complaint to the appropriate HUD recipient for resolution. If resolution by the recipient fails, HUD will investigate. If HUD finds that the complaint has merit, it will try to end the violation by informal resolution. If conciliation fails, HUD may initiate other steps to enforce the law, including but not limited to suspension and debarment of the recipient or contractors as applicable.

You can obtain assistance in learning about Section 3 or in filing a complaint at the HUD Office listed below:

Assistant Secretary
HUD Fair Housing and Equal Opportunity
451 7th Street SW
Washington, DC 20410
(202)-708-3633

Privacy Act of 1974 (P.L.93-579)

Authority: Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1968, as amended by the Housing and Community Development Act of 1992, U.S.C. 1701u and implementing regulations at 24 CFR Part 135.

Purpose: The information requested on this form is to be used to investigate and process Section 3 complaints.

Use: The information requested will be used to process a complaint filed under Part 135. HUD may disclose certain information for Federal, State, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law.

Penalty: Failure to provide some or all of the requested information will result in delay or denial of HUD assistance.

Disclosure of this information is voluntary.

Exhibit 7

PHA Contact Information for Kansas

Click here to access the [PHA Contact Information](#)

This listing is ordered by city. View it [ordered by zip](#).

Updated 2/2017

HA Code	PHA Name, Phone & Fax Number	Address	Type [?]
KS050	Agra Phone: (785)638-2858 Fax: (785)638-2858	555 Southern Ave. Agra KS 67621	Low-Rent
KS018	Anthony Phone: (620)842-5331 Fax: (620)842-5676	924 E. Spring Anthony KS 67003	Low-Rent
KS166	Cowley County Phone: (620)442-6063 Fax: (620)442-0296	304 South Summitt Arkansas City KS 67005	Section 8
KS017	Atchison Phone: (913)367-3323 Fax: (913)367-6002	103 S 7th Street Atchison KS 66002	Both
KS022	Atwood Phone: (785)626-9572 Fax: (785)626-9441	801 S 3rd Street Atwood KS 67730	Low-Rent
KS029	Augusta Phone: (316)775-6971 Fax: (316)775-6828	620 Osage Street Augusta KS 67010	Low-Rent
KS095	Belleville Phone: (785)527-5730 Fax: (785)527-5730	1815 24th Street Belleville KS 66935	Low-Rent
KS019	Beloit Phone: (785)738-5210 Fax: (785)738-3396	200 Cedar Avenue Beloit KS 67420	Low-Rent
KS003	Bird City Phone: (785)734-2407 Fax: (785)734-2790	209 N Rich Ave Bird City KS 67731	Low-Rent
KS030	Blue Rapids Phone: (785)363-7711 Fax: (785)363-7711	504 E 5th PO Box 25 Blue Rapids KS 66411	Low-Rent
KS009	Bonner Springs Phone: (913)441-3816 Fax: (913)422-3750	420 N Park Avenue Bonner Springs KS 66012	Low-Rent
KS078	Burrton Phone: (620)463-5077 Fax: (620)463-5077	460 E. Adams St Burrton KS 67020	Low-Rent
KS113	Cawker City Phone: (785)781-4443 Fax: (785)781-4346	125 Sunrise Drive Cawker City KS 67430	Low-Rent
KS062	Chanute Phone: (620)431-7320 Fax: (620)431-1231	818 S. Santa Fe Suite C Chanute KS 66720	Both
KS147	Chapman Phone: (785)922-6229 Fax: (785)922-6229	829 Sheeran Chapman KS 67431	Low-Rent
KS155	Cherryvale Phone: (620)336-3939 Fax: (620)336-2447	621 W. 4th Cherryvale KS 67335	Low-Rent

KS031	Clay Center Phone: (785)632-2100 Fax: (785)632-6363	330 W Court Street Clay Center KS 67432	Low-Rent
KS005	Colby Phone: (785)460-6763 Fax: (785)460-6491	600 S Mission Ridge Avenue Colby KS 67701	Low-Rent
KS143	Columbus Phone: (620)429-1050 Fax: (620)429-3840	910 S Florida Ave Columbus KS 66725	Low-Rent
KS165	Ford County Phone: (620)225-8230 Fax: (620)225-8240	240 San Jose Dr. PO Box 1636 Dodge City KS 67801	Section 8
KS006	Dodge City Phone: (620)225-1965 Fax: (620)225-1462	407 E Bend Street Dodge City KS 67801	Both
KS086	Downs Phone: (785)454-3914 Fax: (785)454-6246	1109 Delay Street Downs KS 67437	Low-Rent
KS094	Florence Phone: (620)878-4371 Fax: (620)878-4369	124 E 9th Street Florence KS 66851	Low-Rent
KS040	Fort Scott Phone: (620)223-4570 Fax: (620)223-2769	315 Scott Avenue Fort Scott KS 66701	Low-Rent
KS131	Frontenac Phone: (316)232-1042 Fax: (316)232-1042	508 S Linn Street Frontenac KS 66763	Low-Rent
KS045	Galena Phone: (620)783-5525 Fax: (620)783-5516	1301 Elm Street Galena KS 66739	Low-Rent
KS071	Garden City Phone: (620)276-1240 Fax: (620)276-1242	606 Pershing Garden City KS 67846	Low-Rent
KS051	Gaylord Phone: (785)697-2690 Fax: (785)697-2690	400 Sixth Street Gaylord KS 67638	Low-Rent
KS161	Crawford County Phone: (620)724-8204 Fax: (620)724-4471	401 North Sinnet Girard KS 66743	Section 8
KS077	Girard Phone: (620)724-8668 Fax: (620)724-7264	100 N. Water Girard KS 66743	Low-Rent
KS055	Goodland Phone: (785)890-5591 Fax: (785)890-5227	515 E. 5th Street Goodland KS 67735	Low-Rent
KS041	Great Bend Phone: (620)793-7761 Fax: (620)793-7790	1101 Kansas Avenue Great Bend KS 67530	Both
KS083	Greenleaf Phone: (785)747-2865 Fax: (785)747-2865	300 Hillcrest Lane Greenleaf KS 66943	Low-Rent
KS112	Halstead Phone: (316)835-2026 Fax: (316)835-2026	815 W 6th Street Halstead KS 67056	Low-Rent

KS013	Hanover Phone: (785)337-2692 Fax: (785)337-2692	100 N. Highland Hanover KS 66945	Low-Rent
KS091	Hays Phone: (785)625-1188 Fax: (785)625-4226	1709 Sunset Trail Hays KS 67601	Both
KS100	Herington Phone: (785)258-2510 Fax: (785)258-2825	201 E Helen Street Herington KS 67449	Low-Rent
KS168	Brown County Phone: (785)740-4002 Fax: (785)740-4003	723 Oregon Street Hiawatha KS 66434	Section 8
KS170	Ellis County Phone: (785)421-2151 Fax: (785)421-3496	319 Pomeroy Ave Hill City KS 67642	Section 8
KS082	Hill City Phone: (785)421-2348 Fax: (785)421-2945	905 N 3rd Avenue Hill City KS 67642	Low-Rent
KS096	Hillsboro Phone: (620)947-2235 Fax: (620)947-2485	506 W Grand Hillsboro KS 67063	Low-Rent
KS008	Holton Phone: (785)364-2130 Fax: (785)364-5759	100 Southern Heights Holton KS 66436	Low-Rent
KS011	Horton Phone: (785)486-3615 Fax: (785)486-3939	1701 Euclid Avenue Horton KS 66439	Low-Rent
KS079	Howard Phone: (620)374-2386 Fax: (620)374-2813	134 E. Washington #a Howard KS 67349	Low-Rent
KS080	Hoxie Phone: (785)675-2171 Fax: (785)675-2171	925 8th St Hoxie KS 67740	Low-Rent
KS061	Humboldt Phone: (620)473-2391 Fax: (620)473-3066	410 S Ninth St Humboldt KS 66748	Low-Rent
KS163	Hutchinson Phone: (620)663-8415 Fax: (620)663-8415	1600 N Lorraine - #208 Hutchinson KS 67501	Section 8
KS049	Iola Phone: (620)365-5143 Fax: (620)365-2406	217 N Washington Avenue Iola KS 66749	Low-Rent
KS047	Jetmore Phone: (620)357-8535 Fax: (620)357-6301	412 E. Bramley St Jetmore KS 67854	Low-Rent
KS105	Junction City Phone: (785)238-5882 Fax: (785)238-1217	1202 Country Club Ln Junction City KS 66441	Both
KS001	Kansas City, KS Phone: (913)281-3300 Fax: (913)279-3428	1124 N 9th Street Kansas City KS 66101	Both
KS023	Kinsley Phone: (620)659-2602 Fax: (620)659-2602	210 W 9th Street Kinsley KS 67547	Low-Rent

KS053	Lawrence/Douglas County Phone: (785)842-8110 Fax: (785)842-9596	1600 Haskell Avenue Lawrence KS 66044	Both
KS068	Leavenworth Phone: (913)682-9201 Fax: (913)682-1521	200 Shawnee Street Leavenworth KS 66048	Both
KS162	Johnson County Phone: (913)715-6601 Fax: (913)715-6630	12425 W. 87th St. Pkwy. - #200 Lenexa KS 66215	Section 8
KS072	Liberal Phone: (620)624-5501 Fax: (620)624-8044	1401 N New York Avenue Liberal KS 67901	Low-Rent
KS121	Lincoln Phone: (785)524-4887 Fax: (785)524-3429	107 E Court Lincoln KS 67455	Low-Rent
KS065	Lindsborg Phone: (785)227-3597 Fax: (785)227-4257	421 E. Saline St Lindsborg KS 67456	Low-Rent
KS014	Linn Phone: (785)348-5774 Fax: (785)348-5340	305 Cedar Street Linn KS 66953	Low-Rent
KS026	Luray Phone: (785)698-2455 Fax: (785)698-2513	201 N. Main Luray KS 67649	Low-Rent
KS025	Lyons Phone: (620)257-5241 Fax: (620)257-2605	215 S Bell Avenue Lyons KS 67554	Low-Rent
KS167	Riley County Phone: (785)776-9294 Fax: (785)776-9479	401 Houston Street Manhattan KS 66502	Section 8
KS063	Manhattan Phone: (785)776-8588 Fax: (785)537-0269	300 No. 5th Street Manhattan KS 66502	Both
KS141	Mankato Phone: (785)378-3017 Fax: (785)378-3017	525 N Clinton St Mankato KS 66956	Low-Rent
KS032	Marion Phone: (620)382-2218 Fax: (620)382-2385	1501 E Lawrence Street Marion KS 66861	Low-Rent
KS057	Medicine Lodge Phone: (620)886-5801 Fax: (620)886-3868	200 S. Cherry St. Medicine Lodge KS 67104	Low-Rent
KS033	Minneapolis Phone: (785)392-3272 Fax: (785)392-2701	114 S. Rock Street Minneapolis KS 67467	Low-Rent
KS059	Moundridge Phone: (620)345-2644 Fax: (620)345-2779	612 S. Christian Ave Moundridge KS 67107	Low-Rent
KS069	Neodesha Phone: (620)325-2440 Fax: (620)325-2468	118 S. Sixth St Neodesha KS 66757	Low-Rent
KS073	Newton Phone: (316)283-8500 Fax: (316)283-8547	115 W 9th Street Newton KS 67114	Both

KS081	Nicodemus Phone: (785)839-4484 Fax: (785)839-4485	510 Washington Nicodemus KS 67625	Low-Rent
KS015	North Newton Phone: (316)283-8731 Fax: (316)283-4466	307 West 24th St. North Newton KS 67117	Low-Rent
KS034	Norton Phone: (785)877-2714 Fax: (785)877-2577	213 Horace Greeley Avenue Norton KS 67654	Low-Rent
KS021	Oakley Phone: (785)671-4414 Fax: (785)671-3287	700 W 5th Street Oakley KS 67748	Low-Rent
KS012	Oberlin Phone: (785)475-3010 Fax: (785)475-2652	202 N Elk Avenue Oberlin KS 67749	Low-Rent
KS043	Olathe Phone: (913)971-6260 Fax: (913)971-6277	200 West Santa Fe Street Olathe KS 66061	Both
KS020	Osborne Phone: (785)346-2727 Fax: (785)346-2812	200 E Vermont Street Osborne KS 67473	Low-Rent
KS159	Eckan Housing Phone: (785)242-7453 Fax: (785)229-3103	1320 S. Ash Ottawa KS 66067	Section 8
KS039	Paola Phone: (913)294-4731 Fax: (913)294-8430	310 S Iron Street Paola KS 66071	Low-Rent
KS044	Parsons Phone: (620)421-7040 Fax: (620)421-7042	1900 Belmont Ave Parsons KS 67357	Low-Rent
KS036	Phillipsburg Phone: (785)543-5921 Fax: (785)543-5042	302 W F Street Phillipsburg KS 67661	Low-Rent
KS149	Pittsburg Phone: (620)232-1210 Fax: (620)232-3453	603 N. Pine Pittsburg KS 66762	Section 8
KS052	Pleasanton Phone: (913)352-6289 Fax: (913)352-6570	902 Palm St Pleasanton KS 66075	Low-Rent
KS027	Russell Phone: (785)483-3400 Fax: (785)483-6739	330 W 4th Street Russell KS 67665	Low-Rent
KS054	Sabetha Phone: (785)284-3075 Fax: (785)284-3780	1011 Oregon Street Sabetha KS 66534	Low-Rent
KS038	Salina Phone: (785)827-0441 Fax: (785)827-0442	469 S. 5th Street Salina KS 67401	Both
KS066	Sedgwick Phone: (316)772-5354 Fax: (316)772-5354	211 Hymer Dr Sedgwick KS 67135	Low-Rent
KS010	Seneca Phone: (785)336-2144 Fax: (785)336-2648	504 Edward St Seneca KS 66538	Low-Rent

KS152	Solomon Phone: (785)655-9422 Fax: (785)655-9032	105 W 6th Street Solomon KS 67480	Low-Rent
KS016	South Hutchinson Phone: (316)665-6473 Fax: (316)665-6619	441 North Washington South Hutchinson KS 67505	Low-Rent
KS076	St. Francis Phone: (785)332-3934 Fax: (785)332-3934	200 N Ash Street St Francis KS 67756	Low-Rent
KS142	Stafford Phone: (620)234-6929 Fax: (620)234-5044	615 E Broadway Street Stafford KS 67578	Low-Rent
KS028	Sterling Phone: (620)278-2640 Fax: (620)278-2640	220 N 3rd Street Sterling KS 67579	Low-Rent
KS070	Strong City Phone: (620)273-6694 Fax: (620)273-7025	305h 5th Street Strong City KS 66869	Low-Rent
KS002	Topeka Phone: (785)357-8842 Fax: (785)357-2648	2010 SE California Avenue Topeka KS 66607	Both
KS058	Ulysses Phone: (620)356-3972 Fax: (620)356-3972	516 N. Missouri St. Ulysses KS 67880	Low-Rent
KS056	Valley Falls Phone: (785)945-3245 Fax: (785)945-6269	940 Frazier Valley Falls KS 66088	Low-Rent
KS158	Victoria Phone: (785)735-2620 Fax: (785)735-2621	612 Grant St Ter Victoria KS 67671	Low-Rent
KS042	Wamego Phone: (785)456-7675 Fax: (785)456-7677	1201 Chrysler Drive Wamego KS 66547	Low-Rent
KS007	Washington Phone: (785)325-2416 Fax:	350 Washington Street Washington KS 66968	Low-Rent
KS060	Waterville Phone: (785)363-2239 Fax: (785)363-2239	500 East Walnut Waterville KS 66548	Low-Rent
KS037	Wellington Phone: (620)326-5821 Fax: (620)326-5263	400 S C Street Wellington KS 67152	Low-Rent
KS004	Wichita Phone: (316)462-3700 Fax: (316)462-3719	332 Riverview Street Wichita KS 67203	Both
KS169	Sedgwick County Phone: (316)660-7270 Fax: (316)660-1179	4019 E. Harry Street Wichita KS 67218	Section 8
KS132	Winfield Phone: (316)221-4936 Fax: (316)221-9983	1417 Pine Terrace Winfield KS 67156	Low-Rent

Type: This indicates the type of program administered by a PHA. "Both" represents administration of both Section-8 and Low-rent programs.